



**CITY OF
TUCSON**
FINANCE DEPARTMENT
REVENUE DIVISION

NEW BLANK TAX RETURN

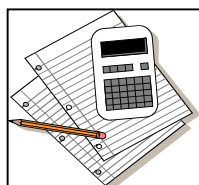
The City of Tucson has a new tax return form. Our new form is available on the City's website for viewing and printing. This form is a fillable form, which will automatically fill related fields. This is an instruction of usage sheet as well as a listing of activity types with descriptions, please print this form for reference in using the new tax return located on the City's website.

The City of Tucson has 22 activities for Business Privilege Tax as follows:

Business Privilege Activity Table

ACTIVITY #	DESCRIPTION
01	Transportation
02	Timbering / Extraction
03	Mining
04	Utilities
05	Communications
06	Railroad / Aircraft
09	Publishing
10	Job Printing
11	Restaurants
12	Amusements
13	Rental - Real
14	Rental - Personal
15	Contracting
16	Manufactured Buildings
17	Retail Sales
18	Trans Rentals
19	Swap Meet Proprietors
20	Public Utility
22	# of Taxable Rooms
30	Public Utility 2
31	Peddler - Food
37	Peddler - Variety
99	Use Tax

- To open the form, double click on the picture icon of the form or double click on the words saying "Blank Tax Return". This is an automated form, and will fill related fields within the form itself. ***To view page 2 or switch page views, click on the small icon of a page with the number 1 or 2 on it, at the bottom right side of the screen page.***

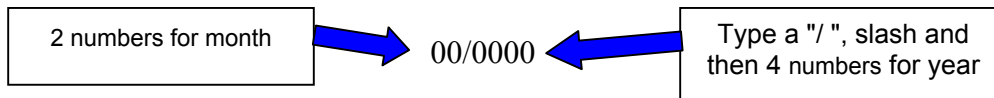


Blank Tax Return

SHORTCUTS FOR MANEUVERING THROUGH THE TAX RETURN FORM:

- You can click in any field to place the cursor there, or you can use the following keyboard commands to move the cursor within a form.
- Place the cursor in a field: When a form first opens, press the Tab key to place the cursor in the 1st field.
- Next field: Press Tab.
- Previous field: Press Shift-Tab.

- Upon opening, use your mouse to click on the mailing address area, the first line is the ADDITIONAL MAILING ADDRESS INFORMATION (yellow box area, with blue box and arrow next to it, identifying it), on this line enter the extra mailing instructions such as "c/o or ATTN:" if not needed or when complete, press tab.
- The next field is the BUSINESS NAME; type in the BUSINESS NAME, press tab when complete. (This line will also automatically fill the Business Name onto the 2nd page.)
- The next field is the BUSINESS ADDRESS, enter the number, direction, street name, and designator (ST= street, DR= drive, BL= boulevard, etc.) press tab when complete.
- In the last field of the mailing address area, enter CITY, STATE, and ZIP CODE. When complete press tab.
- The next field is the CITY LICENSE NO.; type in the License # for the business for which you are creating a return, if you have the number. If you do not have this number at hand, press tab and you will move to the next field of entry.
- From this point on, please use the tab after you have filled in the specific line/field you are on. This will move you to the next fillable space.
- On the PERIOD COVERED--the FROM and THROUGH fields, you are required to enter the "month/year", in the format of:



- For the CYCLE line, please select from the drop down arrow (Monthly, Quarterly, or Annually) or as a shortcut, type the first letter of the selection. When complete press tab.
- The field of entry is now the first "ACTIVITY #" box. There is enough room for up to 3 activities per form. At this point, please type in the 2 digit activity number (this would be one of the activity numbers from the table on page 1- Business Privilege Activity Table), when complete press tab. If more than one activity, type in the next activity number, press tab and type in the next activity number, press tab. (This will automatically enter in the activity names, numbers, and deductions on the 2nd page.)
- To print, use the mouse to click on the small printer icon at the top, left side of the screen page. If you have more than 3 activities or another business for which you need a form, you can print additional returns by following the next steps:
 - Go back to the beginning by using your mouse to click on page 1. (Right lower corner)
 - Then go back to the beginning ACTIVITY # box, delete the previously entered numbers and then proceed by typing in the new activity numbers. If you should need to change the mailing address information or any other fields, please follow this same procedure.
 - Using your tabs when you have completed that field, the form will change the 2nd page after you type in the new entry and press the tab key.
 - After printing the form, you will need to **manually write** in the amounts and calculate the net amount due.

If you should need assistance or have questions, please call City of Tucson, License Section at phone number: (520)791-4566.